

City of Chattanooga, TN
Personnel Class Specification

Class code 0545

FLSA: Exempt

CLASSIFICATION TITLE: CHIEF ELECTRICAL INSPECTOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform supervisory/skilled work functions associated with inspection of electrical systems to ensure compliance with applicable codes.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; interviews candidates for employment and makes hiring recommendations.

Supervises field inspections of electrical systems of new/existing structures for conformance with applicable codes, to include inspection of electrical wiring, electrical materials, industrial machinery, other electrical components, and complex electrical projects; conducts inspections when needed.

Interprets and enforces the provisions of applicable federal, state, and local codes, laws, rules, regulations, specifications, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.

Coordinates daily work activities; organizes and prioritizes department workload; makes work assignments; monitors status of work in progress; inspects completed work.

Consults with assigned staff to review work requirements, status, and problems; assists with complex or problem situations; provides direction, advice, and technical expertise.

Coordinates inspection activities with other departments, property owners, contractors, other inspectors, or other individuals.

Orders inspections of electrical wiring when public safety is in question.

Determines the acceptability of materials and equipment being used in electrical installations.

Reviews architectural plans, construction plans, and specifications for conformance with codes.

Oversees identification of electrical code deficiencies, reporting of violations and variations from codes and plans, and recommendations for corrective actions; approves issuance of stop work notices and correction notices.

Ensures or orders the removal of unsafe, hazardous, or defective wiring or appliances.

Issues certificates of completion on approved work; authorizes local utility companies to energize projects.

Assists in the preparation for prosecution of code violators; represents the city at court hearings.

Reviews amendments in electrical codes; submits recommendations for code changes.

Mediates disagreements between electrical inspectors and electrical contractors.

Provides information and technical assistance concerning requirements of electrical codes; discusses problem areas with property owners and contractors; responds to questions or complaints concerning code violations.

Trains inspectors on codes and related ordinances; advises employees of modifications to codes.

Reviews/interprets blueprints, architectural drawings, construction plans and specifications.

Maintains records of inspection activities.

Prepares or completes various forms, reports, correspondence, citations, inspection reports, certificates of compliance, violations reports, temporary licenses, apprentice registrations, journeyman tests, training reports, utility reports, code proposals, performance appraisals, or other documents.

Receives various forms, reports, correspondence, inspection reports, laboratory reports, diagnostic reports, field cards, calculations, wiring diagrams, architectural drawings, construction plans, specifications, manuals, code books, ordinances, standards, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate; utilizes word processing, spreadsheet, desktop publishing, database, or other software programs.

Ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals.

Communicates via telephone and/or two-way radio; provides information; takes and relays messages; responds to requests for service or assistance.

Communicates with supervisor, employees, other departments, contractors, electricians, engineers, architects, fire marshal, attorneys, utility companies, outside agencies, property owners, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Operates and maintains a motor vehicle used to conduct work activities.

Verifies proper licensing of contractors and proper permitting of projects.

Plans, coordinates, and conducts training activities and seminars.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Vocational/Technical degree with training emphasis in electrical engineering; supplemented by six (6) to nine (9) years previous experience and/or training that includes electrical engineering, electrical maintenance, or electrical inspection; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain IAEI Class 1 & 2 Family Dwelling Inspector certification, IAEI General Inspector certification, and IAEI Plan Review Inspector certification. Must possess a Special Police Commission to issue citations. Must possess and maintain a valid Tennessee Driver's License.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, taste, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, fumes, temperature and noise extremes, electric currents, traffic hazards, toxic agents, or violence.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.